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Library Board of Trustees  
Edgartown Public Library  
26 West Tisbury Road, Edgartown, MA  
**MINUTES**

**Meeting of Thursday, July 11, 2019**

**Meeting called to order:** 3:05 PM

**Attending:** Olga Church, David Faber, Herb Foster, & Julie Lively

**Noted Absences:** Justine DeOliveira, Chris Scott

**Visitors:** Lisa Sherman, Library Director; Bruce McNamee, Edgartown Police Chief; Shelley Einbinder, Edgartown School Principal; Anne Fligor, Edgartown School Asst. Principal

**Motion:** Move to accept the minutes of June 13 as presented

**Motion:** Julie Lively, **Second:** Olga Church

**Action:** Approved unanimously

**Discussion re: W. Tisbury Road traffic / kids during school year:**

Following a description of ongoing concerns regarding children running across W Tisbury Road after school, the following steps were agreed upon:

- Obtain a quote from ESS for two additional exterior cameras
- Communicate w/ Anne and guidance regarding recurring issues with specific children
- The library will provide an open letter to parents/guardians that will be distributed at the beginning of the school year as well as posted on the school's and library's websites, describing the nature of after school safety
- The library will participate in the school's Open House/Curriculum Night on Sept 11<sup>th</sup> in order to connect with parents and families about library services

**Friends Report:** Friends not present for a report

**Director's Report:**

- A review of the Final FY19 Budget Report
  - The Program Room was painted in June, and a line item transfer request will be presented to FinCom on Friday, 7/12

**Policy Reviews:**

**Motion:** To revise General Conduct Policy to include language regarding prohibition of all tobacco products, e-cigarettes, and marijuana in the library and on library grounds

**Motion:** Julie Lively, **Second:** David Faber

**Action:** Approved unanimously

**Motion:** To revise General Conduct Policy to include specified language from BPL's conduct policy regarding personal hygiene and odor

**Motion:** Julie Lively, **Second:** David Faber

**Action:** Approved unanimously

**Motion:** To revise the Instrument Lending Policy and Agreement Form language to include the following changes:

- Do not expose the instrument to extreme temperatures (for example: leaving the instrument in an extremely hot or cold car all day) Extreme temperatures damage instruments.
- Instruments check out for 2 weeks (14 days) with a limit of two renewals, unless the instrument is on hold for another patron. The instrument must be returned after this time.
- At the discretion of staff, lending privileges may be revoked at any time due to instrument loss or damage.
- I accept full responsibility for a repair and/or replacement costs if this instrument or any accessories are damaged or lost while checked out on my record.

**Motion:** Olga Church, **Second:** Julie Lively

**Action:** Approved unanimously

#### **Director Annual Evaluation:**

- The completed form evaluation form was reviewed by the board, which included Lisa's stated goals, objectives, and training.

**Motion:** To approve Lisa's performance evaluation with the addendum of goals and a performance improvement paragraph

**Motion:** Herb Foster, **Second:** Olga Church

**Action:** Approved unanimously

#### **Building Updates and Issues:**

- None of note this month, but HVAC issues are ongoing. Brennan will be on-site in August for quarterly maintenance

#### **Fundraising/Gifts Received:**

**Motion:** Accept \$1,000 from Friends

**Motion:** Herb Foster, **Second:** Olga Church

**Action:** Approved unanimously

**Motion:** Accept \$100 from the Down Harbor Association

**Motion:** Julie Lively, **Second:** Herb Foster

**Action:** Approved unanimously

**Motion:** Accept Julius Delbos watercolor from Sarah Jan Hughes

**Motion:** David Faber, **Second:** Olga Church

**Action:** Approved unanimously

**Motion:** Accept \$35 from Alex & Elaine Newton

**Motion:** Herb Foster, **Second:** Julie Lively

**Action:** Approved unanimously

**Strategic Plan Draft – collect edits:**

- Olga suggested working with the words Island-wide and incorporating language to emphasize working beyond our local community
- Lisa will create a condensed version of the survey to include as an Appendix item

**New Business:**

- Herb suggested that trustees schedule a Trustee Meet & Greet. Discussion led to the trustees scheduling this event following the school's Open House / Curriculum Night so that the Meet & Greet can be widely publicized with families. Time frame of Meet & Greet (aka Library Night) will be from 5-6:30pm on a weeknight.

**Next Meeting:**

**Date:** Thursday, August 8, 2019

**Time:** 10:30 AM or 3:30 PM – time TBD pending board availability

**Place:** Library

**Meeting Adjourned:** 4:45 PM

Respectfully submitted,  
Herb Foster  
Secretary to the Board of Trustees